Baltimore City Police Department is seeking applicants for a contractual IT Project Manager position.

The role of the Project Manager is to plan, execute, and finalize projects according to strict deadlines and within budget. This includes coordinating the efforts of team members, stakeholders and third-party contractors or consultants in order to deliver projects according to plan. The Project Manager will also develop the project team responsibilities and oversee quality control throughout its life cycle including:

- Direct and manage project development from beginning to end.
- Define and document project scope, goals and deliverables.
- Review and or modify training documentation.
- Manage multiple parallel projects
- Develop project plans and associated communications documents.
- Effectively communicate project expectations to team members and stakeholders in a timely and clear fashion.
- Coordinate with project stakeholders on an ongoing basis.
- Set and continually manage project expectations with team members
- Delegate tasks and responsibilities to appropriate personnel.
- Identify and resolve issues and conflicts within the project team.
- Identify and manage project dependencies and critical path.
- Plan and schedule project timelines and milestones using appropriate tools.
- Track project milestones and deliverables.
- Develop and deliver progress reports, proposals, requirements documentation, and presentations.
- Proactively manage changes in project scope, identify potential crises, and devise contingency plans.
- Define project success criteria and disseminate them to involved parties throughout project life cycle.
- Build, develop, and grow any relationships vital to the success of the project.
- Conduct project post mortems and create a recommendations report in order to identify successful and unsuccessful project elements.

Position Requirements

- Bachelor's degree in the field of Information Technology or Business Management. Degree may be substituted by an additional 2 years of project management experience. High School diploma is required.
- 3 years direct work experience in an MIS or IT project management capacity, including all aspects of process development and execution.
- Experience working both independently and in a team-oriented, collaborative environment is essential. User training experience preferred.

The ideal candidate will also possess the following:

- Strong familiarity with project management software, such as Microsoft Project 2007.
- Technical competency with various software programs, such as Word, Excel, Project.
- Ability to conform to shifting priorities, demands and timelines through analytical and problem-solving capabilities.
- Ability to react to project adjustments and alterations promptly and efficiently.
- Flexibility during times of change.
- Ability to bring project to successful completion with political sensitivity.
- Strong written and oral communication skills.
- Strong interpersonal skills.
- Ability to learn, understand, and apply new technologies.
- Customer service skills.
- Ability to effectively prioritize and execute tasks in a high-pressure environment is crucial.
- Familiarity with MIS or IT Network, Hardware and Software terms.

The Project Manager may be required to work overtime to meet project deadlines. Project Management certification is not required.

Qualified individuals should submit a resume to:
Brenda Peisinger
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